



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

AUG 25 2000

MEMORANDUM FOR DISTRIBUTION

Subj: COLLECTION OF NAVY SPECIFIC DATA ELEMENTS ON THE REVERSE
SIDE OF THE DD FORM 350

Ref: (a) ASN(RDA)ABM memo dated April 12, 2000

Standard Procurement System (SPS) software provides for the production of a DD Form 350 that contains data required by the Department of Defense contract reporting system. It does not capture some data elements which the Navy has been collecting on the reverse of the DD Form 350 in Section G. Under current procedures Navy procurement personnel must enter this additional data manually to the Navy contract reporting system. This process causes added workload and opens the possibility of data entry errors into the aggregation of Navy procurement totals.

By reference (a) a questionnaire was widely distributed to define the current need for DD 350 Section G information. Answers revealed that only four of the data elements were required by four of the Systems Commands to manage procurement processes. Most of the Commands had other sources for this data within their internal management information systems.


Based upon the responses, we have made the following policy decisions regarding Section G:

- FY00 - reporting remains mandatory
- FY01 - reporting is optional at the discretion of the Head of the Contracting Activity (HCA)
- FY02 - Section G eliminated; only the standard DD Form 350 data will be collected.

All HCAs will inform their procurement officials whether they are still required to complete the DD Form 350 Section G during FY 01. Each HCA must also advise NAVSUPSYSCOM if Section G will be reported by their claimancy during FY01. Inform Ms.

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Patricia Coffey of the Navy Procurement Management Reporting
System, E-mail Patricia_M_Coffey@fmso.navy.mil, of your decision
no later than September 15, 2000.


M. E. Gaggard
CAPT, SC, USN
Executive Director (Acting)
Acquisition & Business
Management

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